King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security and Use of Force**	
4.01.008, Identification For Access To Department Facilities	Approved By:	Director John Diaz
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Purpose

To establish a system of issuing department identification for facility access on the basis of need and type of access to department facilities. Safety and security shall be the foremost concern when issuing any access to the facility.

Policy

It is the policy of this department that the issuance of department identification shall be limited to those persons determined by a Division Major (or higher authority) that require frequent and routine jail access and/or direct contact with inmates.

References

Federal:	Prison Rape Elimination Act (PREA), 2003
Department Forms:	Officer's Report Form
	Application for Professional Inmate Visit (F-509)
	Criminal History Reference Check (CHRC; F-613) Packet (including PREA Attachment F-758)
	Background Investigation Questionnaire (BIQ; F-639)
	CJIS Form
Department Policies:	1.03.016, Background Investigations
	4.01.005, Searches and Screening at Public Entrances
	7.06.004, Visiting

Definitions

Jail Management System (JMS): A comprehensive digital system that is used to assist staff with managing all aspects of the facilities.

Non-DAJD Individuals: For the purposes of this policy, any person who is employed in a career service position, exempt position, term-limited-temporary position, short-term temporary position or administrative temporary position for a King County department or office other than DAJD.

Contractor: An individual who works on contract for the County or the department. "Contract" means a formal agreement between King County and the vendor or contractor to provide a defined set of services or goods, materials, or supplies within a specified time period with specified compensation. This includes temporary personnel hired via King County contracts with employment agencies.

Volunteer: An individual who volunteers to perform services for the department where the individual receives no compensation or paid expenses, reasonable benefits, or nominal fee to perform the services for which the individual volunteered; and such services are not the type of services which the individual is employed to perform for DAJD. This group may include employees of community-based agencies or religious groups.

Face-to-Face Visitor: An individual or group of individuals who visit the jail, approved in advance, for a face-to-face contact with an inmate, facility tour or meeting with administration.

Service Providers: Individuals who are not employed by King County that may meet one on one with inmates and or groups. Based on the work site assignment (secure vs. public access area) and other requirements or restrictions, service providers may be given in person contact visits, core access or window access to provide services to their clients or conduct group informational/educational workshops.

Visitor – "V" Badge (RED): Facility Visitors requiring escort including contractor's, trades people, and professional/legal "window only" visits at KCCF

Jail Health Services (JHS) – "H" Badge (BLUE): JHS, service providers with no access restrictions

Restricted – "R" Badge (GREEN): Religious and Programs visitors with limited and specific facility access to core areas and multi-purpose rooms at KCCF and designated housing units and multi-purpose rooms at the MRJC.

Face-to-Face – "F" Badge (ORANGE): Professional/Legal Visits with limited and specific access to core areas and conference/meeting rooms without escort.

Temporary ID: ID approved and issued by a Division Major or higher authority on a weekly basis. This ID limits specific access to pre-designated areas by interns/researchers or issued pending receipt of a permanent ID.

A. General Guidelines

1. Identification (ID) badges shall be limited to those persons who demonstrate a proven need for access.
2. ID badges shall:
   a. Be worn prominently on the upper body in plain sight while within the facility.
   b. For safety reasons, if a lanyard is worn around the neck to display an ID badge, it must be of a breakaway design to limit the risk of injury if pulled.
   c. Not be altered or obstructed from view.
   d. Only be used for business purposes and not as a form of identification while not on duty.
   e. Not be used as a substitute for a concealed weapons permit.
3. All persons entering the jail are subject to search at any time.
4. Acceptable forms of personal identification include, but are not limited to:
   a. A valid pictured state driver's license or identification card.
   b. A passport.
   c. Military Identification.
   d. Law Enforcement Commission Card.
   e. Any valid pictured United States Government document or identification card that includes the subjects date of birth and has an expiration date.
5. Facility access shall be approved for different levels, to include:
   a. Unescorted access

1) BIQ
2) Law enforcement (must sign in on Law Enforcement Visitation Log in ITR)
   a) Unescorted access is limited to ITR.

b. Escorted access
   1) CHRC
c. Window visits
   1) CHRC
d. Visitors exempt from CHRC: King County Executive, Executive Leadership Team: (Senior Deputy County Executive, Deputy County Executives, County Administrative Officer, Budget Director, Chief of Policy, Director of Customer Service, Director of External Relations, Director of Employee Engagement, Director of the Office of Labor Relations), Elected King County Council Members, King County Judges.

B. Temporary or Contract Staff and Volunteers

1. Temporary or contract staff and volunteers shall not be permitted to leave a department facility with a jail issued laminate badge. Laminate badges must be exchanged for personal identification each time an individual enters or exits secure detention, including if the individual only leaves on a temporary basis.
2. All temporary or contract staff and volunteers shall have a completed BIQ and approval of a Division Major (or higher-ranking authority), prior to direct contact with inmates.
3. KCCF Reception staff or MRJC Central Control staff shall:
   a. Once verified, issue the appropriate laminate badge to the temporary contractor or volunteer, in exchange for an acceptable form of personal identification.
   b. Laminate badges shall be returned by temporary, contract or volunteers, in exchange for their personal identification prior to exiting the facility.
   c. If a personal identification card is left behind, notify the individual prior to the end of shift, log the notification, and notify a supervisor.
   d. Customer Service Specialist III (CSS III) in Reception (KCCF) and Central Control staff (MRJC) shall check for any missing laminate badges prior to the end of shift.
      1) Any missing badges shall be immediately reported to a supervisor.

C. Issuance of DAJD ID to Non-DAJD Personnel

1. Following department policy 1.03.016 Background Investigations, a Division Major (or higher authority) approving employment to persons requiring issued DAJD ID shall:
   a. Issue a pre-employment clearance packet to the applicant.
   b. Direct the applicant to complete the packet of information and return the packet no later than seven (7) days prior to reporting for duty.
   c. Forward the packet to department Human Resources (HR) staff.
   d. Direct the applicant to report to DAJD HR staff (or designee).
2. HR staff (or designee) shall:
   a. Upon receipt of a facility access request (BIQ, CHRC or CJIS), forward the appropriate information to the SIU Sergeant for a preliminary review of the application (to include fingerprints) and conduct a records check.

b. After preliminary approval by a SIU Sergeant, forward the reviewed facility access request, along with a cover letter to the appropriate Administrator for review and/or authorization.
c. Upon approval from a Division Major (or higher authority), schedule the applicant for Jail ID Images to be taken (this, at times, may be scheduled by the Programs Manager).
d. After receipt of signed authorization, issue the DAJD ID.

3. The SIU Sergeant shall:
   a. Perform all background investigations for DAJD ID clearance.
   b. Return any forms to the appropriate ASIII or HR staff member.
4. The Division Major shall:
   a. Review all facility access requests (approvals and denials).
   b. Return packets to SIU when appropriate for additional follow up or further investigation.
   c. Meet with applicant when appropriate, to complete review of BIQ.
   d. Return all packets to the ASIII.

D. Issuance of Visitor "V" Badge

1. All individuals issued a "V" Badge, shall be escorted at all times, by an employee with department issued ID.
2. The CSS III in Reception (KCCF) or Central Control staff (MRJC) shall:
   a. Verify the number of Visitor's ID badges at the beginning and end of each shift.
   b. Immediately notify their supervisor of any missing Visitor's ID badges.
   c. Log and pass on any discrepancies that are not resolved to the next shift.
3. When requested to provide a Visitor's ID card, a CSS III in Reception (KCCF) or Central Control staff at MRJC shall:
   a. Require the submission of acceptable personal identification.
   b. Compare the ID with person requesting a Visitor's Identification card.
   c. Verify the person is authorized and require:
      1. Bar card with valid picture ID or bar card with picture inserted on card (for attorneys).
      2. Written or verbal authority.
      3. Confirm if the person is in the Contacts section of the Jail Management System (JMS).
   d. Retain the personal ID for the duration of the visit; log the name and Visitor ID card number in the Visitor's log (at MRJC).
   e. Issue a laminate "V" badge.
   f. At MRJC have the individual wait for an officer escort to the appropriate multipurpose room or housing-unit.
4. Prior to the visitor departing the facility, a CSS III in Reception (KCCF) or the uniformed staff member assigned to Central Control at MRJC, shall exchange the "V" badge for the appropriate piece of personal ID.
5. Written authorization (CHRC) to issue a laminate "V" badge may be approved by a Division Major. After business hours, a shift commander or above may approve access.

E. Issuance of Health "H" Badge

1. The Jail Health Services (JHS) "H" Badge shall:

a. Only be issued to JHS temporary employees and regular contracted agencies.
b. Be issued a laminated "H" badge by a CSS III in Reception (KCCF) or the Central Control staff at MRJC after verifying access in the Contacts section of JMS.
c. Be granted un-escorted, general access to all facilities.

2. H badges shall only be issued if JHS notifies the appropriate Major's Office at least 48 hours in advance of a new employee's start date.
   a. Have an approved BIQ prior to issuance of "H" badge.
3. Upon successful completion of the background investigation, HR shall schedule a jail security orientation training with the Training Unit.
4. Prior to the individual issued the "H" badge departing the facility, a CSS III in Reception (KCCF) or the Central Control staff at MRJC, shall exchange the "H" badge for the appropriate piece of personal ID.

F. Issuance of Restricted "R" Badge

1. The CSS III in Reception (KCCF) or Central Control staff (MRJC) shall:
   a. Verify the number of Restricted "R" badges at the beginning and end of each shift.
   b. Immediately notify their supervisor of any missing Restricted "R" badges.
   c. Log and pass on any discrepancies that are not resolved to the next shift.
2. When requested to provide a Restricted "R" badge, the CSS III in Reception (KCCF) or Central Control staff at MRJC shall:
   a. Require the submission of acceptable personal identification.
      1) Compare the ID with person requesting a Restricted "R" badge.
      2) Verify the person is authorized by accessing the Contacts section of JMS.
      3) Retain the personal ID for the duration of the visit.
      4) Issue a laminated Restricted "R" badge.
      5) At the MRJC, individuals shall wait for uniformed staff to escort them to the appropriate multipurpose room or housing unit.
   b. Prior to the visitor departing the facility, exchange the "R" badge for the visitors personal ID.

G. Issuance of Face-to-Face "F" Badge

1. Face-to-Face "F" Badge shall allow limited access to the core areas of the residential tower and conference rooms (KCCF), and Face-to-Face visiting rooms (MRJC).
2. No escort is required.
3. All Face-to-Face visits must be scheduled prior to visiting time.
4. Attorneys, Investigators, Court Ordered Specialists, or other authorized professionals scheduled for a contact Face-to-Face interview shall have a pre-approved Application for Professional Inmate Visit (F-509) completed, approved by the Division Major (or higher authority), and entered into JMS.
5. Prior to scheduled visits Attorneys, Investigators, Court Ordered Specialists, or other authorized professionals must have their requests approved by the Division Major, Shift Commander, or CPA.
6. With the exception of court ordered specialist, visitors must have a completed CHRC and be authorized to enter the facility.

7. Attorneys, Investigators, Court Ordered Specialists, or other authorized professionals shall provide a bar card or other authorized form of professional identification.
8. The CSS III in Reception (KCCF) or Central Control staff (MRJC) staff shall be responsible for verifying the information and issuing an a "F" Badge.
9. The CSS III in Reception (KCCF) will verify that there is an approved Face-to-Face visit in JMS and check the approved visitor in. Floor Control Officers will verify the Face-to-Face visit is in the JMS Active Visits tab prior to calling the inmate out to the visit.
10. An Administrative Specialist shall be responsible for entering the approved Face-to-Face into JMS prior to the Face-to-Face visit occurring.
11. Prior to the visitor departing the facility, a CSS III in Reception (KCCF) or the Central Control staff at the MRJC, shall exchange the "F" badge for the visitors personal ID.
12. Any attempt to re-enter the facility with one of these laminate badges, is prohibited. Corrections Staff shall be responsible for confiscating the badge and notifying their immediate supervisor for further investigation.

H. Issuance of Temporary Badge

1. Access requests shall be approved by the Division Major (or higher authority).
   a. After business hours and on weekends, the Shift Commander shall review all requests and notify the Division Major's office of the outcome.
2. Individuals must have a completed background investigation and be authorized to enter the facility.
3. Badges shall be signed by a Division Major (or higher authority).
4. Badges shall be issued in Reception (KCCF) or Central Control (MRJC).
5. No escort shall be required.
6. Individuals must exchange a driver's license or other authorized personal I.D. for the Temporary Badge.

I. Replacement of Damaged or Missing ID

1. Staff who have a missing or a damaged ID card shall:
   a. Immediately contact the on-duty supervisor at their assigned facility.
   b. Submit an Officer's Report requesting a replacement ID, via the chain of command to the Division Major, including:
      1) If missing, detail the circumstances.
      2) If damaged, detail the type of damage and how it happened.
2. The Employee's Immediate Supervisor shall approve the request and forward the Officer's Report via the chain of command.
3. HR staff shall:
   a. Upon receipt of the signed copy of the Officer's Report , prepare a replacement ID for the employee.
   b. Forward the replacement ID to the Staff Member.
   c. Note the date the replacement ID is issued on the Officer's Report .
   d. For DAJD Employees, file the Officer's Report in the employee's personnel file.
   e. For Non-DAJD employees, file the Officer's Report in an ID replacement file.